USMC College of Continuing Education

MarineNet

Training for the 21st Century

Marine Corps Training and Education Command

Quantico, VA

Training Manager Workshop Tutorial

January 2004

TM Workshop Outline – Portal Page

- Go to www.MarineNet.usmc.mil

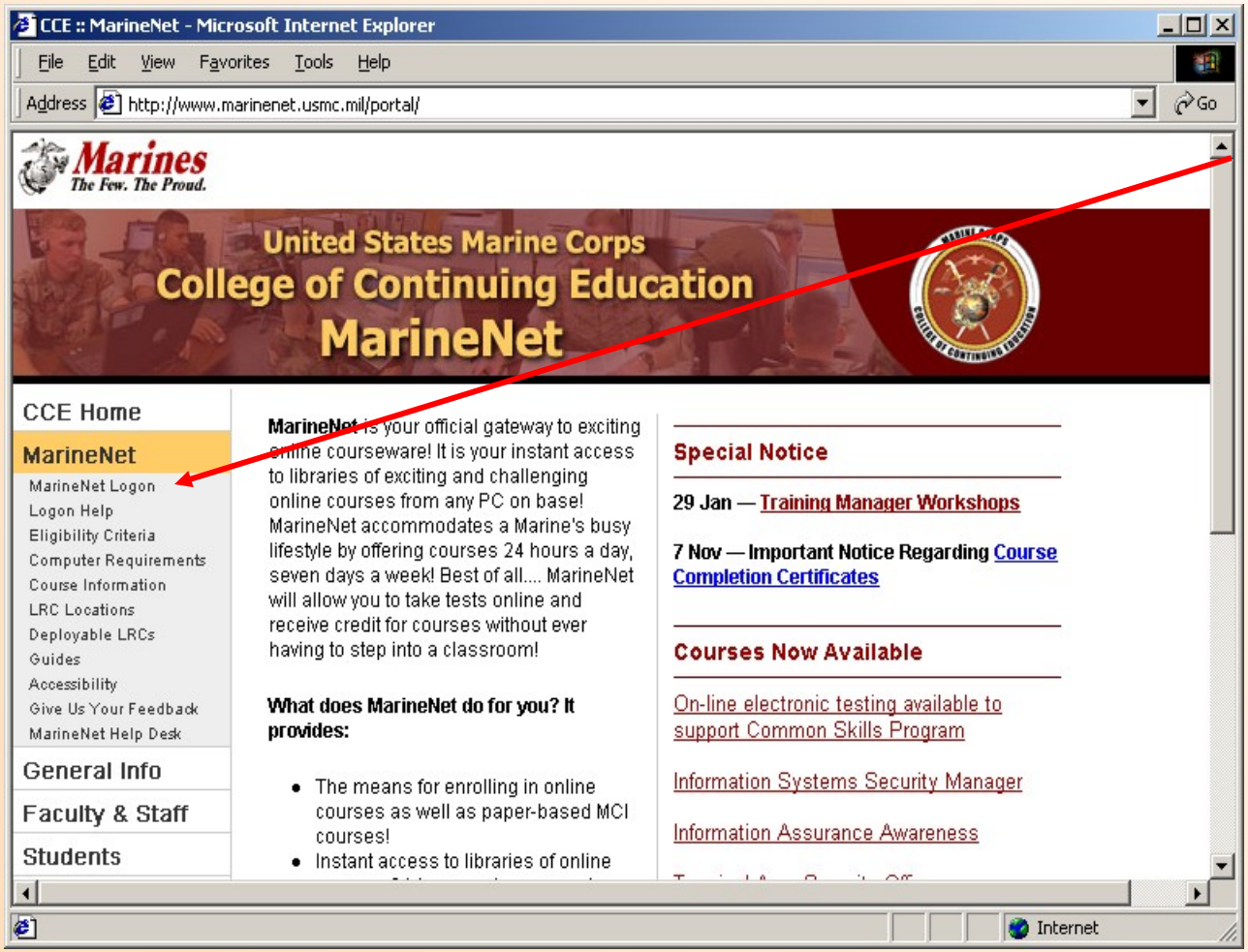
- Become familiar with the following Information on the portal page:

  - Special Notices
  - New Course offerings
  - MarineNet Links

    - ❖ Logon Help
    - ❖ Eligibility Criteria
    - ❖ Computer Requirements
    - ❖ Course Information
    - ❖ LRC Information
    - ❖ Deployable LRCs
    - ❖ Guides – (Download TM Guide & E-Testing SOP)
    - ❖ Helpdesk

USMC College of Continuing Education

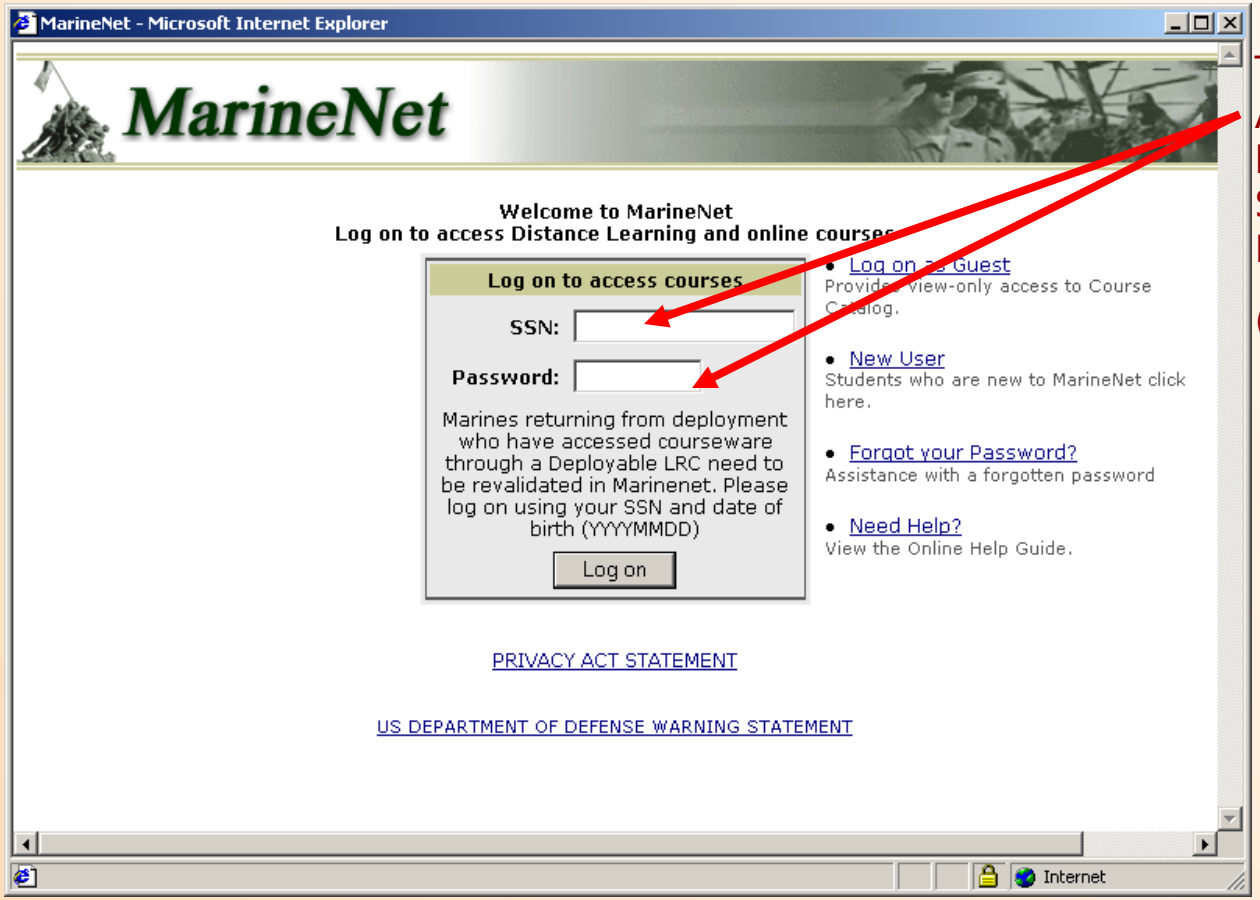
TM Workshop Outline – Logon


CCE :: MarineNet - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address http://www.marinenet.usmc.mil/portal/
Go
Marines
The Few. The Proud.
United States Marine Corps
College of Continuing Education
MarineNet
CCE Home
MarineNet
MarineNet Logon
Logon Help
Eligibility Criteria
Computer Requirements
Course Information
LRC Locations
Deployable LRCs
Guides
Accessibility
Give Us Your Feedback
MarineNet Help Desk
General Info
Faculty & Staff
Students
MarineNet is your official gateway to exciting online courseware! It is your instant access to libraries of exciting and challenging online courses from any PC on base! MarineNet accommodates a Marine's busy lifestyle by offering courses 24 hours a day, seven days a week! Best of all.... MarineNet will allow you to take tests online and receive credit for courses without ever having to step into a classroom!
What does MarineNet do for you? It provides:
The means for enrolling in online courses as well as paper-based MCI courses!
Instant access to libraries of online
Special Notice
29 Jan — Training Manager Workshops
7 Nov — Important Notice Regarding Course Completion Certificates
Courses Now Available
On-line electronic testing available to support Common Skills Program
Information Systems Security Manager
Information Assurance Awareness
Internet

Click on the MarineNet Logon Button

USMC College of Continuing Education

TM Workshop Outline – Logon

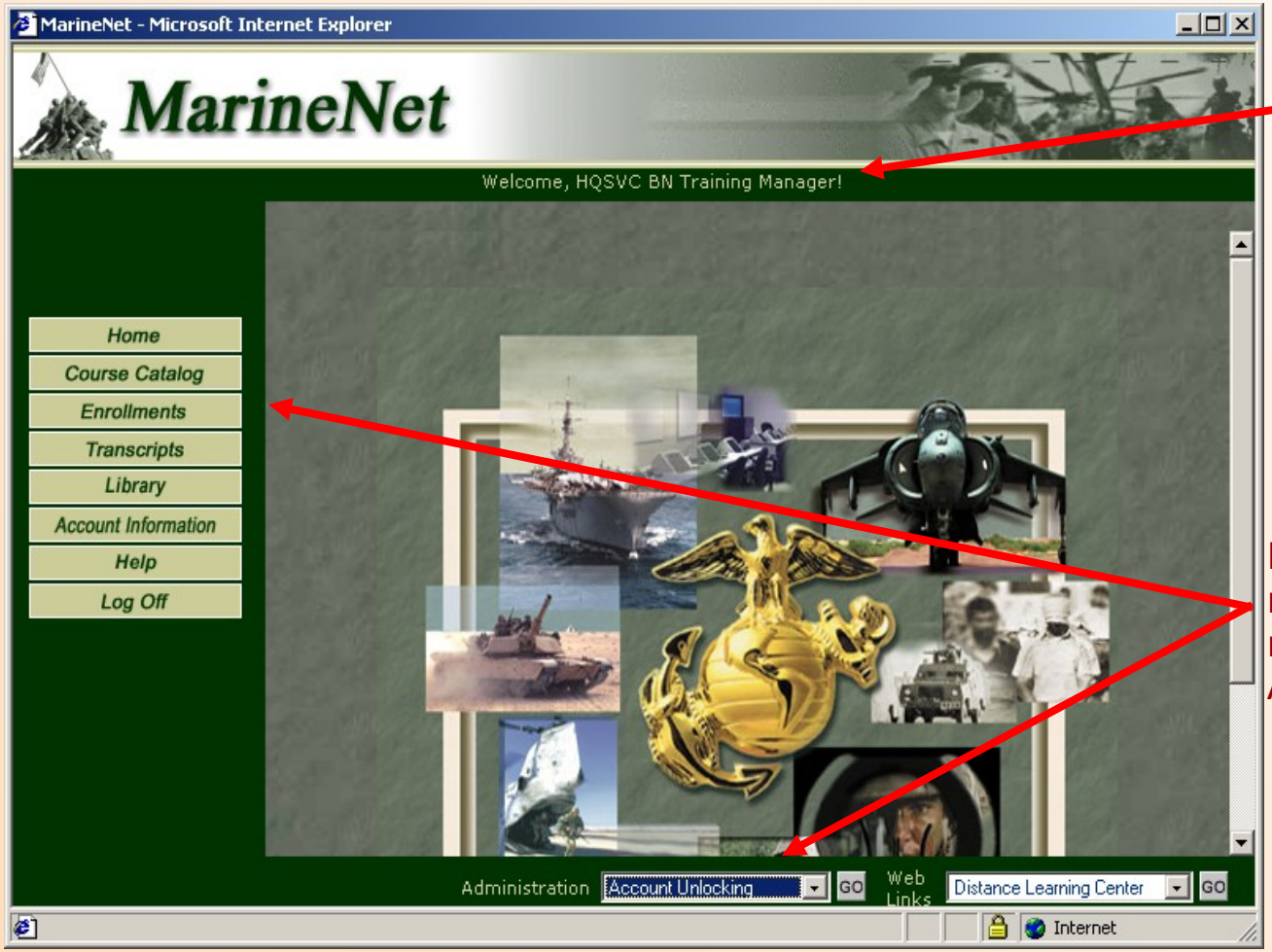

MarineNet - Microsoft Internet Explorer
MarineNet
Welcome to MarineNet
Log on to access Distance Learning and online courses
Log on to access courses
SSN:
Password:
Marines returning from deployment who have accessed courseware through a Deployable LRC need to be revalidated in Marinenet. Please log on using your SSN and date of birth (YYYYMMDD)
Log on
Log on as Guest
Provides view-only access to Course Catalog.
New User
Students who are new to MarineNet click here.
Forgot your Password?
Assistance with a forgotten password
Need Help?
View the Online Help Guide.
PRIVACY ACT STATEMENT
US DEPARTMENT OF DEFENSE WARNING STATEMENT
Internet

To obtain your unit's TM Account information, have your CO, OIC or SNCOIC contact the MarineNet Helpdesk at

(888) 435-8762

USMC College of Continuing Education

TM Workshop Outline – Functions



The banner should read Welcome <your unit> Training Manager !

In addition to the normal student functions notice the additional Admin Drop-down menu

USMC College of Continuing Education

TM Workshop Outline – Functions

The 5 TM functions you will need to use and understand are:

- Account Unlocking
- Bulk Enrollment
- Enrollment Mgmt
- Proctor PW Search
- Web Reporting

Each of these are explained in detail in the TM Guide.

TM Workshop Outline – Main Points

- The role of MarineNet Training Manager is an important and powerful one… *Treat it with care and respect, and safeguard the TM account password !*

- As proctors for MarineNet E-Testing, TMs are responsible for maintaining the integrity of the Marine Corps testing process. *Study the E-Testing SOP carefully before serving as a test proctor !*

- Include the MarineNet TM Account as an important item in your turnover file for your billet.

TM Workshop Outline – Help

- Should you encounter any problems or require assistance with your TM account or administering E-Tests, please contact the MarineNet Helpdesk during the listed hours of operation:

M-F 0800-1900 EST – Toll-free (888) 435-8762

Note: For assistance outside of normal hours, you may submit an electronic trouble ticket from the MarineNet Helpdesk link on the MarineNet portal page, www.MarineNet.usmc.mil